**FARNHAM PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council**

**held on Monday 13th May 2024at 8pm, Farnham Village Hall**

**Present:** Members: \*Mr I Delvallé (Chair)

Mrs P Humphreys

\*Mrs B Jarman

\*Mr R Navara

\*Mr G Sessions

Mr C Smith \* Councillors Present

Mrs N Wainwright

Clerk: Mr P Jarman

Also Present: Cllr R Gooding (Essex County Council)

1. **Apologies for Absence and Declarations of Interest.**

Apologies were received from Cllr Loughlin, Mrs Humphreys (medical) and Mr Smith (work). were all absent. There were no declarations of interest.

1. **Election of Officers and Acceptance of Office***.*
   1. Declaration and Acceptance of Office forms were completed and handed to the Clerk who witnessed signatures.
   2. The Clerk asked for nominations for Chair. **Mr Navara nominated Mr Delvallé who was prepared to stand. This was seconded by Mrs Jarman and APPROVED.** The Chair accepted his appointment.
   3. Election of vice-Chair. **Mr Delvallé nominated Mr Smith in his absence as vice-Chair. Mr Sessions seconded the proposal which was AGREED.** The Clerk will meet with Mr Smith regarding his acceptance of office.
   4. Register of Interests forms were competed and handed to the Clerk who will send them to Uttlesford District Council for publication on their website.
   5. Review of the Parish Council Assets. This was completed at the meeting on 22nd April 2024.
   6. Election of Representatives for Outside Bodies.

* Internal Auditor. **Mr Delvallé nominated Mr Matthew Rivers-Latham who was prepared to continue. This was seconded by Mrs Jarman and AGREED.**
* Village Hall Management Committee. **Mr Delvallé nominated Mrs Wainwright and this was seconded by Mr Sessions and AGREED.** The Clerk will contact Mrs Wainwright and seek her approval to stand.
* **Mr Sessions proposed Tim Fuller as Tree Warden** **which was seconded by Mr Delvallé and AGREED.** Mr Delvallé will contact Mr Fuller and see his agreement.
* Although apparently no longer required, **Mr Delvallé proposed that Mr Smith continue in this post. This was seconded by Mrs Jarman and AGREED.** The Clerk will contact Mr Smith for his agreement.
* There was no need to nominate as Mrs Pinder was agreed as a Trustee last year and Mrs Harper was nominated by the Parish Council as Parish Council representative. This year will be the second of a four-year appointment.
* **It was proposed by Mr Delvallé that Mr Navara continue in this post and seconded by Mrs Jarman and AGREED.**
* Gosling Educational Foundation. [The Foundation is comprised of representatives as follows: two Essex County Council representatives (Mrs Jarman, Mrs Willis), two Parish Council representatives (Mrs Moloney, Mrs Humphreys), The Rector (represented by Mrs Stubbings) and a representative of the owner of Hassobury (Mrs Humphreys as a member of the Gosling family).]**In the absence of Mrs Humphreys, the Clerk will clarify is there is a need to confirm the Parish Council representatives or if they have been appointed for a fixed period.**
* **Mr Navara proposed that the composition of this committee as Chair, vice-Chair and Clerk continue as such. Seconded by Mrs Jarman and AGREED**.

1. **Confirmation of Previous Appointments**

**Mr Navara proposed that the make-up of the Recreation Area Group and the Planning Advisory Group be continued. This was seconded by Mr Sessions and AGREED.**

* Recreation Area Group. [Mrs Jarman, Mrs Smith, Mrs Pearson, Mrs Hitchman, Mrs Fraser-Andrews, Mr Jarman]
* Planning Advisory Group (previously Village Plan Group). [Mr Smith, chair, Mr Fraser-Andrews, Mr Dunsford, Mrs Tattersall]

1. **Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.** *The maximum time for this session is 15 minutes. The Council will first hear from councillors with prejudicial (if any) interests followed by representations or questions from members of the public.*

*There were no members of public present.*

1. **Minutes of Previous Meeting.**

To approve the minutes of the Parish Council meeting held on 22nd April 2024 and of the Annual Meeting of the Parish held on 18th March 2024. Copy of the minutes have been previously circulated. **It was proposed by Mrs Jarman that these be accepted as a true reflection of the meetings and seconded by Mr Sessions and AGREED.**

1. **Matters to Report.**
   1. Report by the Clerk. The Clerk reported that generally the new system of queuing at the school had brought about some positive comments from residents. However, Mr Navara experienced severe problems with parental parking on one day last week, so it was agreed to continue to monitor the issue. Councillors were aware that matters are likely to increase with the increasing roll of the school.

The Clerk reported that Uttlesford District Council agrees with the Clerk’s understanding of the fact that Pre-applications by a Parish Council which will benefit the local community will not be chargeable. The previously paid fee of £900 has been refunded. Future planning applications for CCTV will be charged with a 50% discount.

* 1. Report by Clerk on BSN meeting with East Herts DC. There has been no meeting.
  2. Matters to report from any other Councillor if appropriate *(to include as and when necessary, parish council areas of responsibility such as the Parish Paths, Highways, War Memorial, Emergency Plan and any other issues*).

Mr Navara reported that the Parish Paths Committee has agreed to fund the construction of new steps on the footpath at Chatter End adjacent to *Hillcrest*. Mr Lowden will borrow a digger to remove current structure prior to replacing the steps.

1. **Planning.**

* Pending:

INV/ 24/0061/B Alleged planning breach. Wall at front of property pulled down in

conservation area. ***[Withdrawn].***

The Clerk referred to an error on the agenda whereby UTT/22/1203FUL was referred to as Wickham Hall solar

farm. This is incorrect and should be deleted.

* New:

UTT/22/1203/FUL Application for battery storage unit & associated infrastructure on land

off Pelham Road, Berden. This is a cross authority application with East Herts DC (3/2203805/FUL) with full access from Uttlesford. ***[Awaiting Decision].***

Although this doesn’t really affect Farnham, there is the issue of the increasing number of applications for solar farms in the area which many residents feel damage the environment generally whether it be removing good qualify agricultural soil, damaging the visual amenity of the area or noise pollution. However, we have agreed with the local group of parish councils that without jointly objecting to such applications we are unlikely to make any progress in terms of limited the number of solar farms in the area. One major concern is that after the expiry of the solar farm contract the site may well be classified as brownfield and there be available for further house building. **It was AGREED that an objection to the application be lodged with both East Herts DC and Uttlesford DC as the site is in East Herts but access is through Uttlesford.**

Since this application has appeared, there have been many discussions concerning access to the site. Originally this was to be via Berden but Uttlesford has ruled this out because of the disruption to the local villages and roads, more especially as there are other solar farms that require access during construction. A further route has now been lodged which takes construction traffic from M11 junction 8 along Michaels Road, Hazel End Road and Manuden. Councillor felt strongly that Hazel End Road was a difficult road in places, especially between Hazel End and Manuden and it would be difficult for HGV’s and other traffic to pass without significant disruption and danger to life. The applicant has said that all traffic will be out of pupil collection hours and warning vehicles will travel in front and behind HGVs. In addition, they will arrange for temporary and moveable traffic control signs to be in use. **It was AGREED that a further objection should be submitted to object to the designated construction traffic route for the reasons outlined.**

UTT/24/1240/HHF Single storey rear extension with roof lights and internal alterations for Waterside Cottage, Hassobury. ***[Awaiting Decision].***

UTT/22/3262/FUL Application for discharge of conditions 5 & 6 (biodiversity enhancement

& lighting) for winery at Bailey Hills, Wickham Hall (this application is

UTT/24/1245/FUL and is linked to number listed above). ***[Awaiting***

***Decision].***

*This latter application is an application covering the form of lighting that is required by the applicant for the site. Originally this was approved subject to a lighting plan being approved. The application does not reveal helpful details regarding lighting and the concern of the Parish Council is that light pollution will affect the Walnut Tree Lane and Levels Green areas of Farnham.* ***It was AGREED that the Clerk should make a comment regarding the lighting of this area on the planning website.***

1. **Finance.**
   1. Monthly Reconciled Balances *(on page 6)*. The Clerk pointed out that those on page 6 are current balances whereas the end of year balances were emailed to councillors in advance of this meeting.
   2. Mr Rivers-Latham, internal auditor, gave his report on the end of year financial accounts. He explained that he had raised questions of clarify with the Clerk and was satisfied with the clarification. He reported that accounts were in order and balances were accurate. Payments and receipts had matched paperwork and bank entries. He reported that he had discussed account 534 (CCTV & Defibrillators) with the Clerk and that they will meet in June to look at ways of updating the reporting of the account as it now has a different use to that which it was designed for.
   3. The Internal Auditor’s Report was discussed by councillors and **Mr Navara proposed that it be accepted. Mr Delvallé seconded the proposal which was AGREED.**
   4. Accounts 2023-2024. To review, discuss and approve the accounts for the last financial year, taking into consideration the report of the internal auditor prior to making them available for external audit and local residents. The Clerk had previously circulated the accounts and presented the accounts summarised in the format required by the External Auditor. These were discussed and **the Chair proposed that the accounts be approved. Mr Sessions seconded the proposal and it was AGREED.**
   5. To approve the full AGAR document for return to the External Auditor. The Clerk outlined the

documents that make up the full AGAR report to the External Auditor. **The Chair proposed that the document be approved for sending to the External Auditor. Mr Sessions seconded the motion and it was AGREED.**

* 1. The Clerk then outlined the contents of the required notice informing members of the public their

rights with regard to inspection of the Parish Council accounts. **Mr Navara proposed this be approved; Mr Sessions seconded the motion and it was AGREED.**

* 1. Payments made before the meeting. **None.**
  2. Payments to be approved: - **TBS Hygiene.** (£43.20) Waste Bin Collection (May).

**Mr Navara proposed payment be made; Mr Sessions seconded the motion which was AGREED.**

1. **CCTV in Farnham.**

The Clerk informed members that he had now spoken with the Diocese of Chelmsford who were very supportive of the CCTV Project. The council now has a formal letter of agreement subject to the Governing Body approval. There will be no separate fee on the understanding that the council covers any legal payments that the Diocese may be liable to. The Clerk also reported that a draft agreement has been sent to Mr Humphreys for his comments regarding CCTV cameras on his property.

1. **Farnham Village Hall Management Committee.**

Mr Delvallé said that there was nothing to report.

1. **Farnham Social Club.**

Mr Smith was absent and so there was no report.

1. **Correspondence**.

Letter from Juliette Steer, Rectory Lane. The Clerk raised the issue described by Mrs Steer of seeing a child cycle at speed from the entrance into the road narrowly missing a car. Her suggestion of barriers is not something that the Parish Council can do as it is an area of responsibility for Uttlesford. However, it was difficult to resolve as barrier in that position would prevent vehicles from entering. This would mean that emergency vehicles could not enter and other vehicles such as grass cutting and maintenance.

It was felt a discussion with Uttlesford District Council and Essex County Council would be the best way forward.

1. **Any Other Business that does not require a decision.**

No further business.

1. **Date of next meetings:**

* **Monday 15th July 2024.**

**\* \* \* \* \* \* \* \* \* \* \***

**Summary of Bank Accounts**

**Current and Deposit Account**

|  |
| --- |
| **Bank Reconciliation** |
|  | **788520** | **7177004** | **Total** |
| Balance per cash book | 2,876.95 | 15,323.48 | **18,200.43** |
| Add: |  |  |  |
| Unpresented cheques | 0 | 0 | **0** |
|  |  |  |  |
| Deduct: |  |  |  |
| Receipts not deposited | 0 | 0 | **0** |
|  |  |  |  |
| Balance per Bank Statement | 2,876.95 | 15,323.48 | **18,200.43** |
| ***Reconciled 30th April 2024*** |  |  |  |

**Defibrillator Account**

|  |
| --- |
| **Bank Reconciliation** |
|  | **Account 219534** | **Total** |
| Balance per cash book | 19,495.72 | **19,495.72** |
| Add: |  |  |
| Unpresented cheques | 0 | **0** |
|  |  |  |
| Deduct: |  |  |
| Receipts not deposited | 0 | **0** |
|  |  |  |
| Balance per Bank Statement | 19,495.72 | **19,495.72** |
| ***Reconciled 30th April 2024*** |  |  |

*(£18,400.00 CCTV; £545.72 Defib)*

Signature: ………………………………… Date: …………………….

*Meeting ended 8.50pm*

*PJ*